



## Women's Safety Services SA

### Job & Person Specification - Corporate

<b>Position Title:</b>	General Manager, Policy and Operations, Embolden SA		
<b>Classification:</b>	Level 7, SCHADS AWARD		
<b>Location:</b>	Mile End/ Head Office		
<b>Last Reviewed</b>	29/11/2022	<b>Review Due</b>	16/11/2023

<b>Role Reports to:</b>	Embolden Board
<b>Direct Reports:</b>	<ul style="list-style-type: none"><li>Administrative Assistant</li></ul>

<b>KEY PURPOSE OF THE POSITION</b>
<p>Embolden is the alliance for women's freedom, advocacy, and respect.</p> <p>Embolden is South Australia's peak body for domestic, family, and sexual violence services. Embolden lobbies and advocates for women's rights to respect, safety, and self-determination.</p> <p>The General Manager, Policy, and Operations will support Embolden to deliver their aims and objectives. Embolden is funded to provide policy advice, advocacy services and representation to Government and provides a network to domestic and family violence, and sexual assault services in South Australia.</p>
<b>THE ORGANISATION</b>
<p>WSSSA is a women's and children's domestic and family violence service that provides an integrated response to its clients through the provision of specialised, accessible, and flexible models of service delivery. WSSSA has a strong and varied history, delivering services across diverse cultures and backgrounds. Our practice model is underpinned by a safety-first approach which seeks to ensure that the safety and empowerment of women and their children is paramount in all aspects of service delivery and advocacy.</p>
<b>VALUES AND PRINCIPLES</b>
<p>We value and are committed to:</p> <ul style="list-style-type: none"><li>Safety</li><li>Diversity and Equity</li><li>Respect</li><li>Responsiveness, Flexibility, and Innovation</li><li>Knowledge and Accountability</li><li>Community responsibility</li></ul> <p>Embolden Vision and Goals</p> <ul style="list-style-type: none"><li>Safety</li><li>Freedom</li><li>Equity</li><li>Respect</li></ul>
<b>KEY WORKING RELATIONSHIPS</b>
<ul style="list-style-type: none"><li>The General Manager, Policy and Operations of Embolden is employed by WSSSA through sub contractual arrangements with Embolden, however is accountable to the Embolden Board.</li></ul>



- Whilst this person is accountable to Embolden, Embolden delegates the authority for the management of this position to the Embolden Board.

## KEY RESULT AREAS

- The General Manager, Policy, and Operations will provide support to Embolden to deliver the vision and goals of Embolden.
- Ensuring that all contractual requirements including Key performance Indicators are met.
- Facilitate and activate the membership to contribute to strategic directions
- Be the media spokesperson for Embolden
- Overseeing and maintaining social media and website
- Consult with members and other stakeholders to develop policy or advocacy positions
- Work collaboratively with members and other stakeholders to develop and refine policy and undertake projects
- Develop advocacy strategies in support of the Embolden Board
- Represent Embolden and our members on advisory groups and or meetings appropriate to Executive strategic directions
- Stakeholder Management
- Collaborate with key partners in joint policy development and advocacy
- Contribute to the design and development of project proposals in line with Emboldens strategic directions
- Seek funding opportunities and coordinate funding applications where necessary
- Provide advice and support for specific Embolden projects as required
- Provide leadership, direction and support to staff and volunteers of Embolden
- Provide effective Advocacy on key issues impacting people experiencing Domestic and Family Violence across South Australia and Nationally
- Develop with the Embolden Board Advocacy and communications strategy

## PERSON SPECIFICATION

### Essential Qualifications

- Tertiary qualifications in a relevant discipline (e.g., public policy, community development, social work) or equivalent experience in the public or human services.

### Competencies and Experience

- A comprehensive understanding of the determinants, dynamics and impact of family violence, sexual violence and violence against women and their children more broadly.
- Well-developed analytical skills and problem-solving skills including the ability to assess and critically evaluate information and research and prepare policy briefs and background analyses based on consultations, published data and research.
- Leadership and management of staff and Volunteers
- Skills in membership engagement, onboarding new members at various levels of the organisational structure, with a considered approach to succession planning with existing sector members
- Demonstrated understanding of effective advocacy strategies around gendered violence
- Demonstrated experience in writing high quality communications for a variety of audiences.
- Excellent verbal and interpersonal communications skills, including presentation and group facilitation skills.
- Ability to manage own workload and competing demands.
- Ability to work independently and flexibly as well as cooperatively as part of a team.
- A commitment to the values of respect, equality and integrity and an interest in building a world where women and children can live fulfilled lives, free from violence and fear.



- A high-level understanding of the gendered nature of violence against women in the community.
- An understanding of social identities and social inequalities and how they impact women.
- An appreciation of feminist frameworks and application of public policy to women, particularly women from marginalised backgrounds.
- An understanding of all diversity as it relates to women including cultural diversity.
- Experience working in the family violence field and or sexual assault field and an understanding of family violence practice.
- Experience in a peak body setting.
- Knowledge of South Australian and federal policy and law informing responses to family violence.
- Knowledge of political and legislative processes.

#### **SPECIAL CONDITIONS**

- Current full Driver's License and able to drive.
- The incumbent is required to satisfactorily complete a Department Human Services Child Related Screening and National Police Check.
- Provide evidence of COVID Vaccination (including Booster) with a TGA approved or recognised vaccine or a valid medical exemption authorised by the Chief Public Officer
- Must be able to work outside normal hours when required.

#### **GENERAL DUTIES & RESPONSIBILITIES**

- Faithfully and diligently, perform the duties consistent with this position as may be varied from time to time by the organisation.
- Comply with all laws applicable to the performance of this position and not to enter any arrangements or understandings that conflict with your duties as a team member of the organisation.
- Ensure the health and safety of yourself and others by complying with WSSSA's Work, Health & Safety policies, procedures, and guidelines.
- Ensure work is performed in alignment with WSSSA values and practice framework, and the WSSSA Code of Conduct

#### **Duty as a Public Officer**

- As a Public Officer, as per the Independent Commissioner against Corruption (ICAC) definition, you have a mandatory reporting obligation to report to the Office for Public Integrity (OPI), any conduct that you reasonably suspect raises and issue of corruption, or serious or systematic misconduct or maladministration in public administration. As a Public Officer your own conduct could be subject of a report to the OPI and as a result you could be investigated for corruption.

<b>Prepared by</b> Name: Role Title:	<b>Date:</b>
<b>Approved by</b> Name: Role Title:	<b>Date:</b>